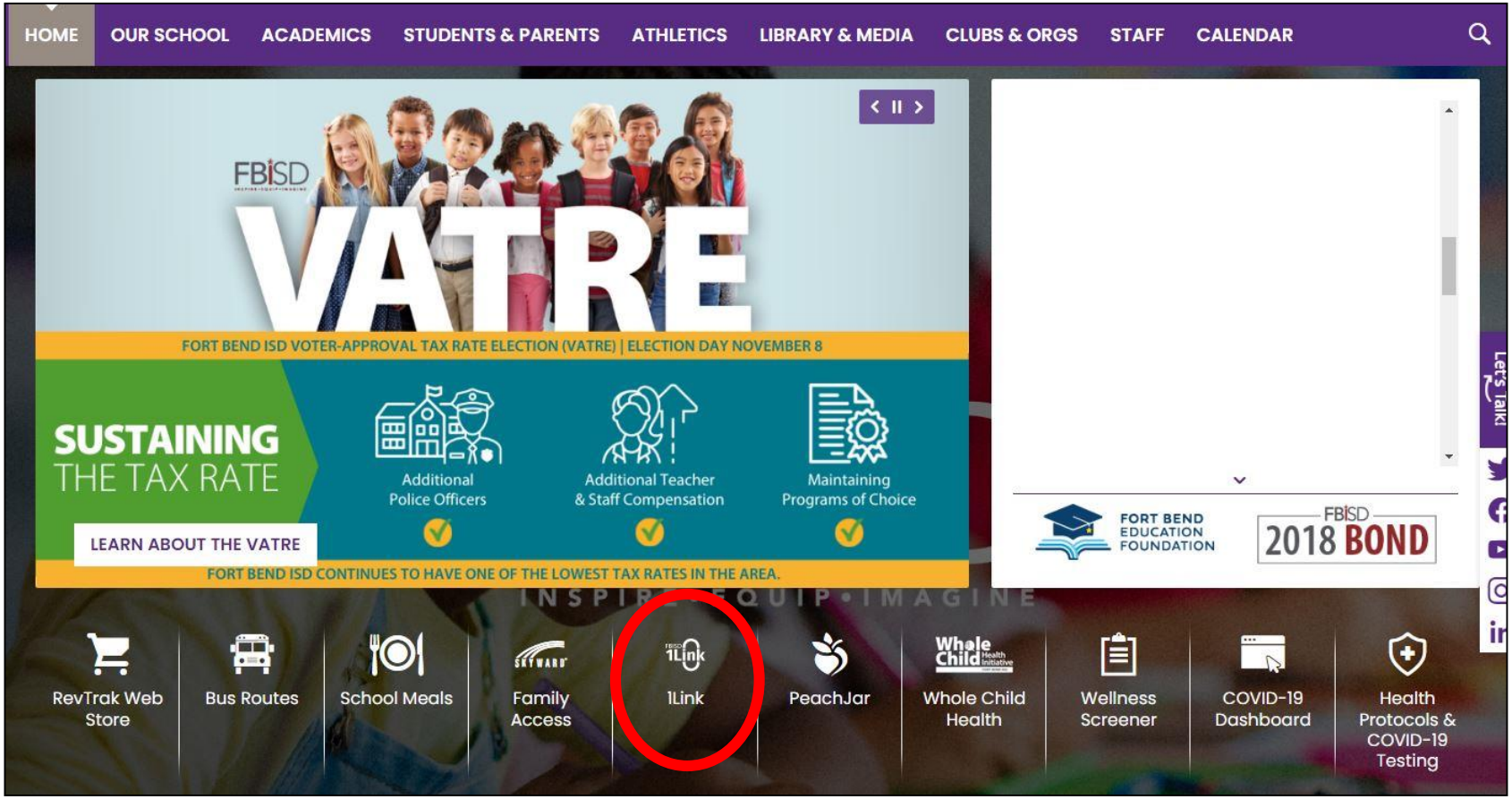
Access x2VOL via Clever and Naviance Student

x2VOL

powered by intelliVOL

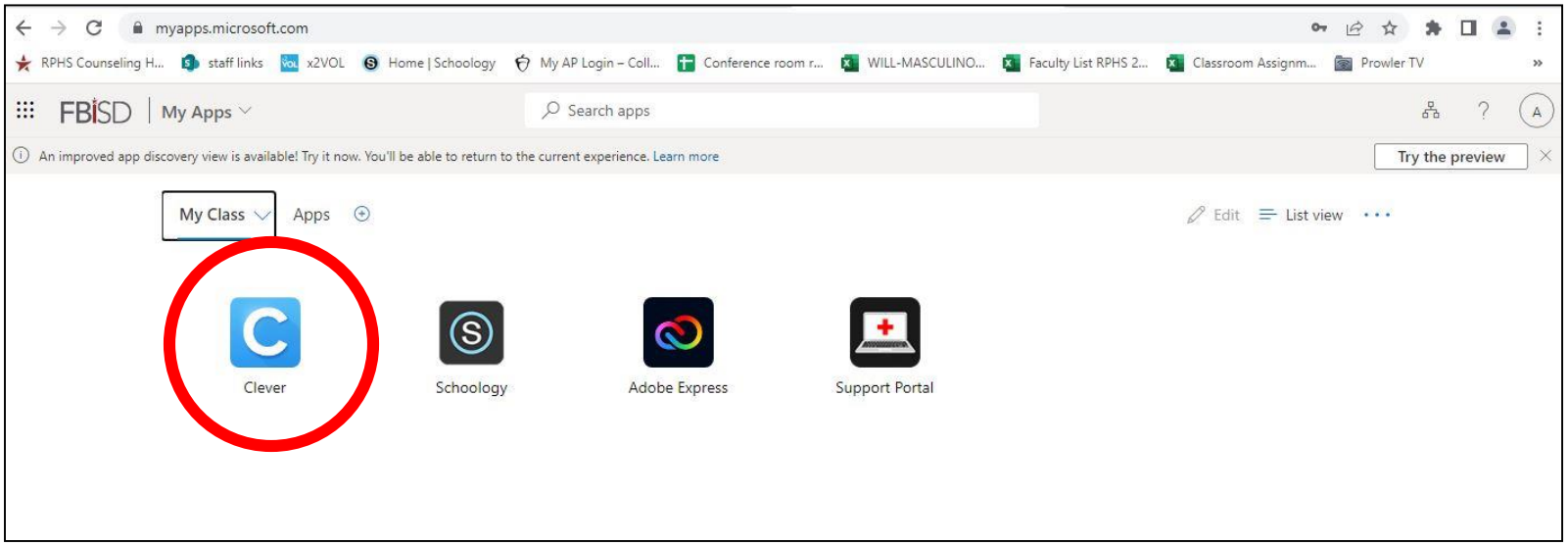
Access x2VOL through Naviance Student

1. Click the **1Link icon** from The Prowler website



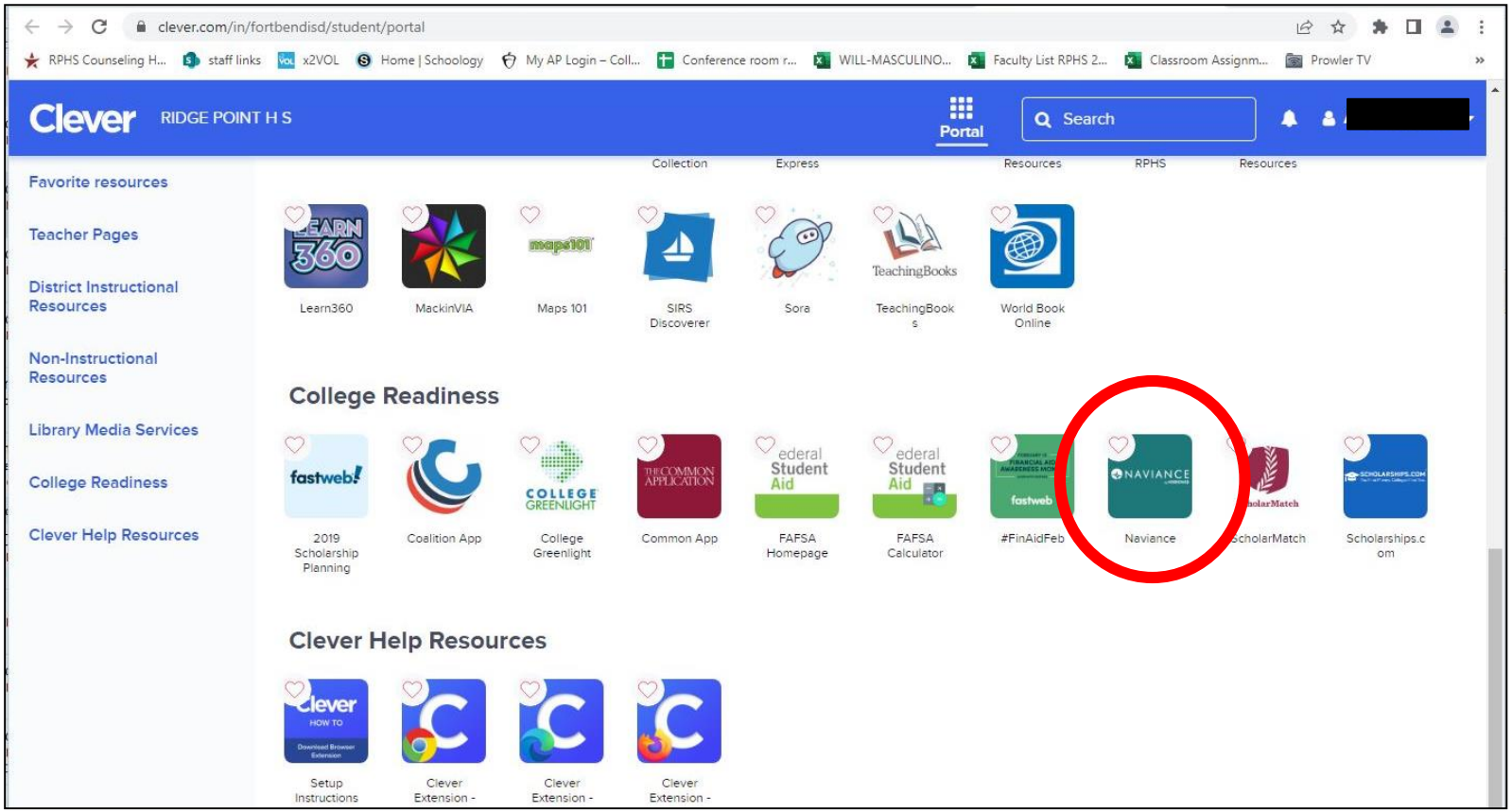
Access x2VOL through Naviance Student

1. After signing into 1Link, select **Clever app**.



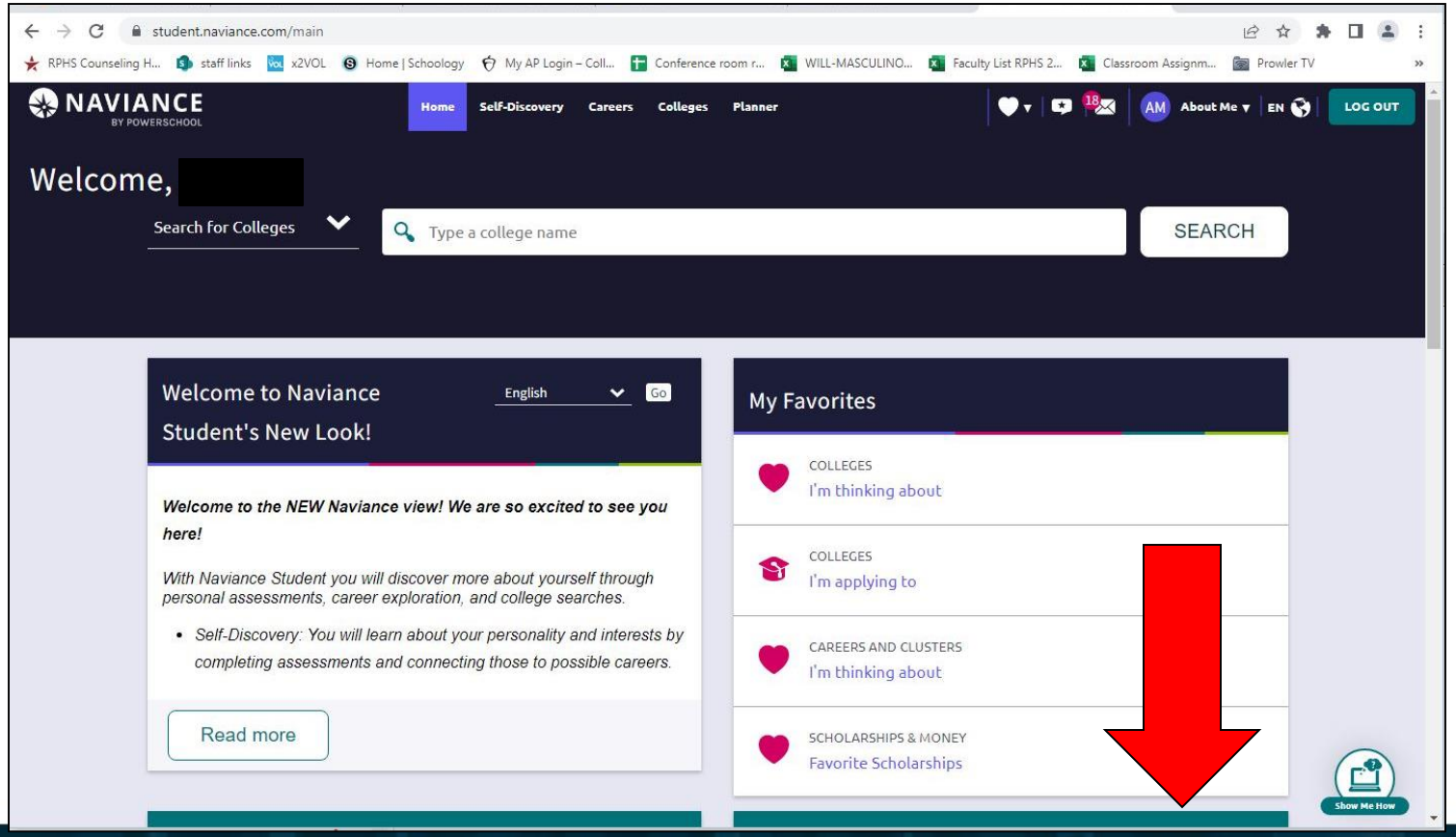
Access x2VOL through Naviance Student

1. Then scroll to find **Naviance**.
   Click on the Naviance icon.



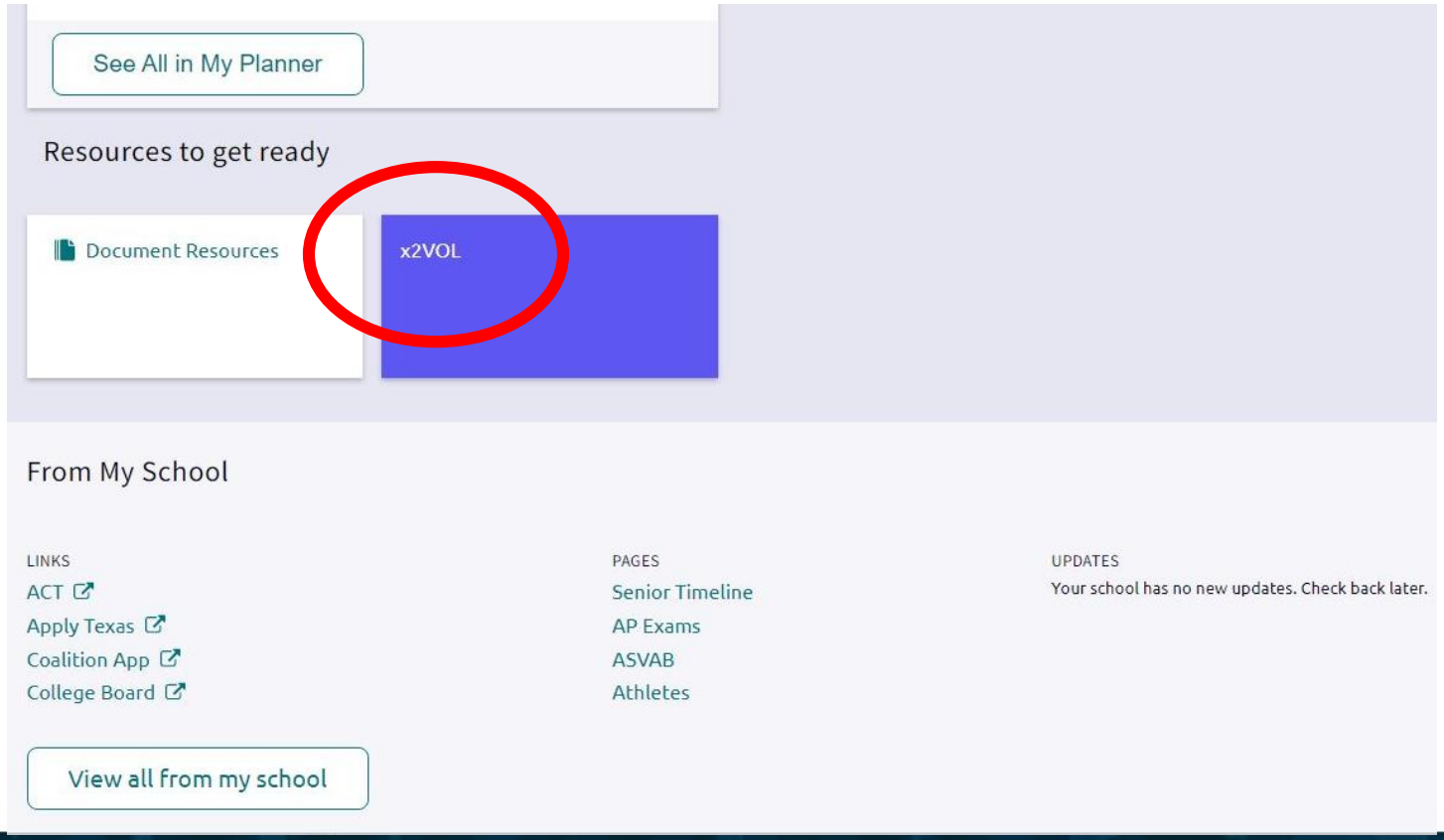
Access x2VOL through Naviance Student

2. In Naviance Student – Scroll down until you find the **blue x2VOL box**



Access x2VOL through Naviance Student

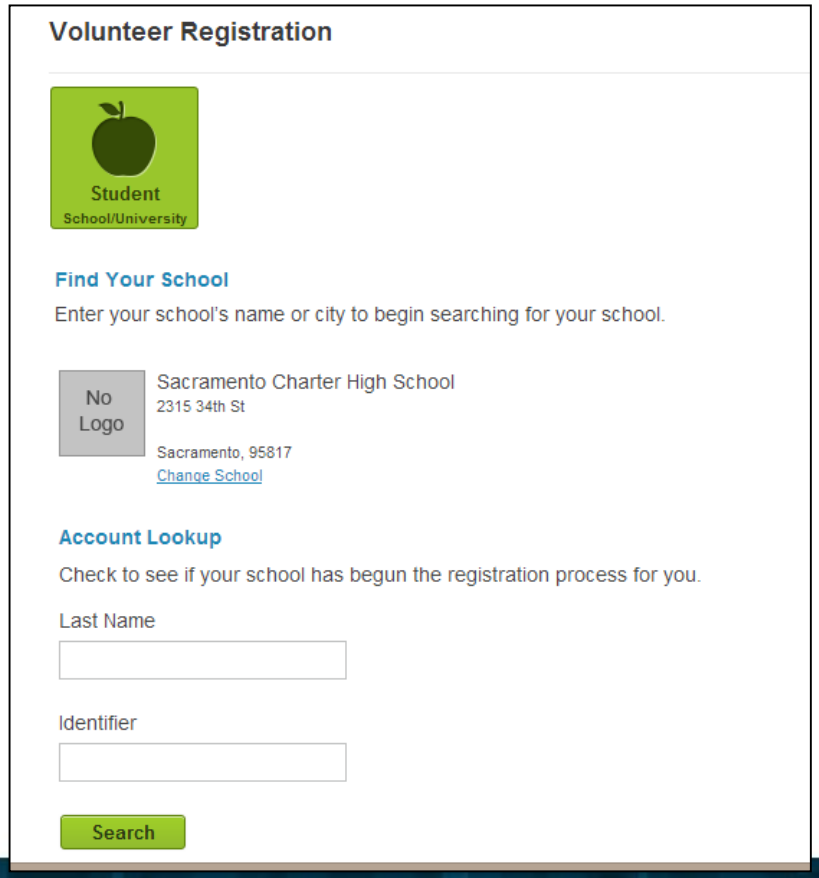
2. In Naviance Student – Click on **x2VOL** to take you to their sign-up page.



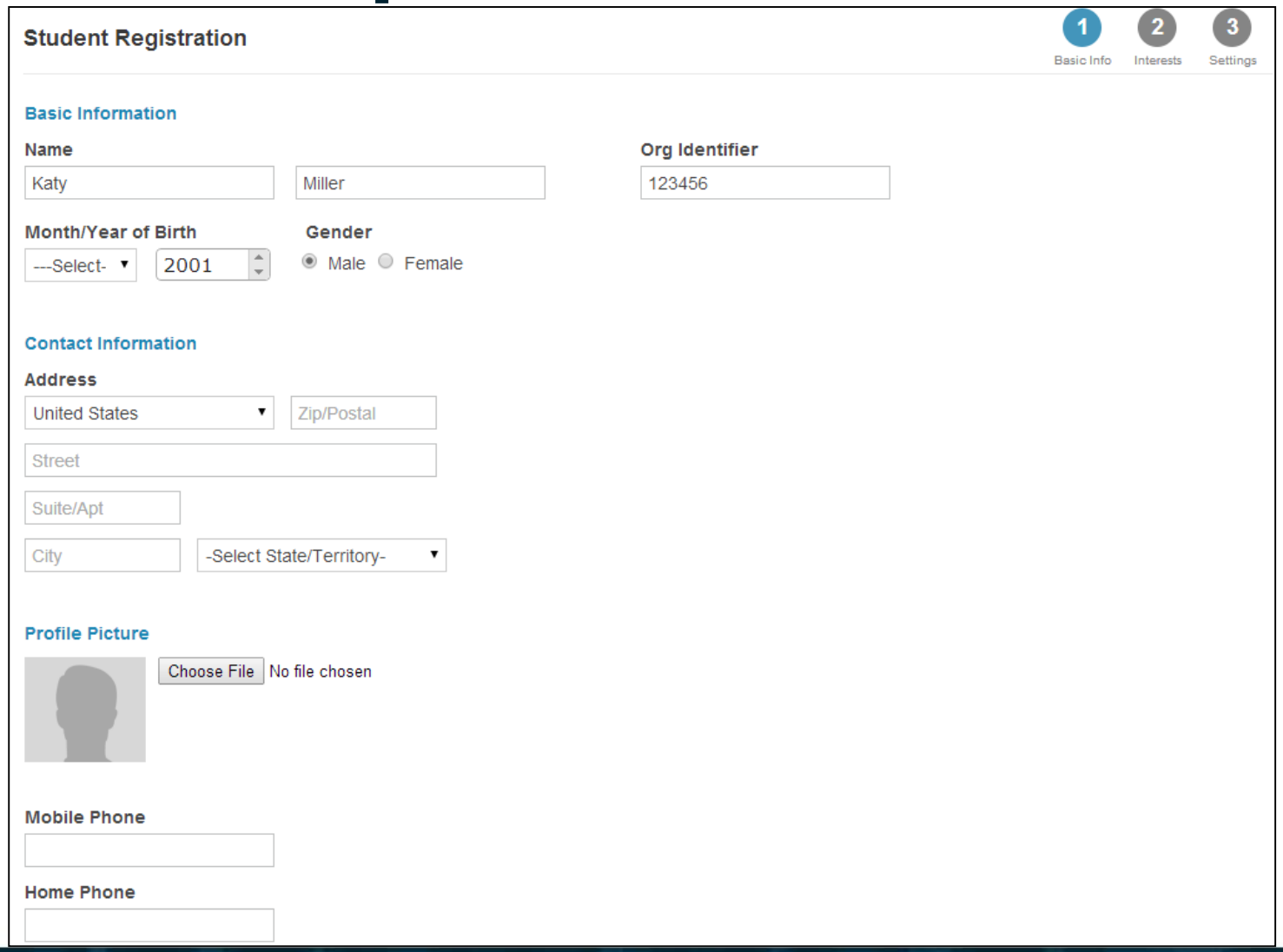
Complete Your Registration

***IF* you see this screen…..**

Enter your **Last name** and **Student ID**–



Complete Your Profile



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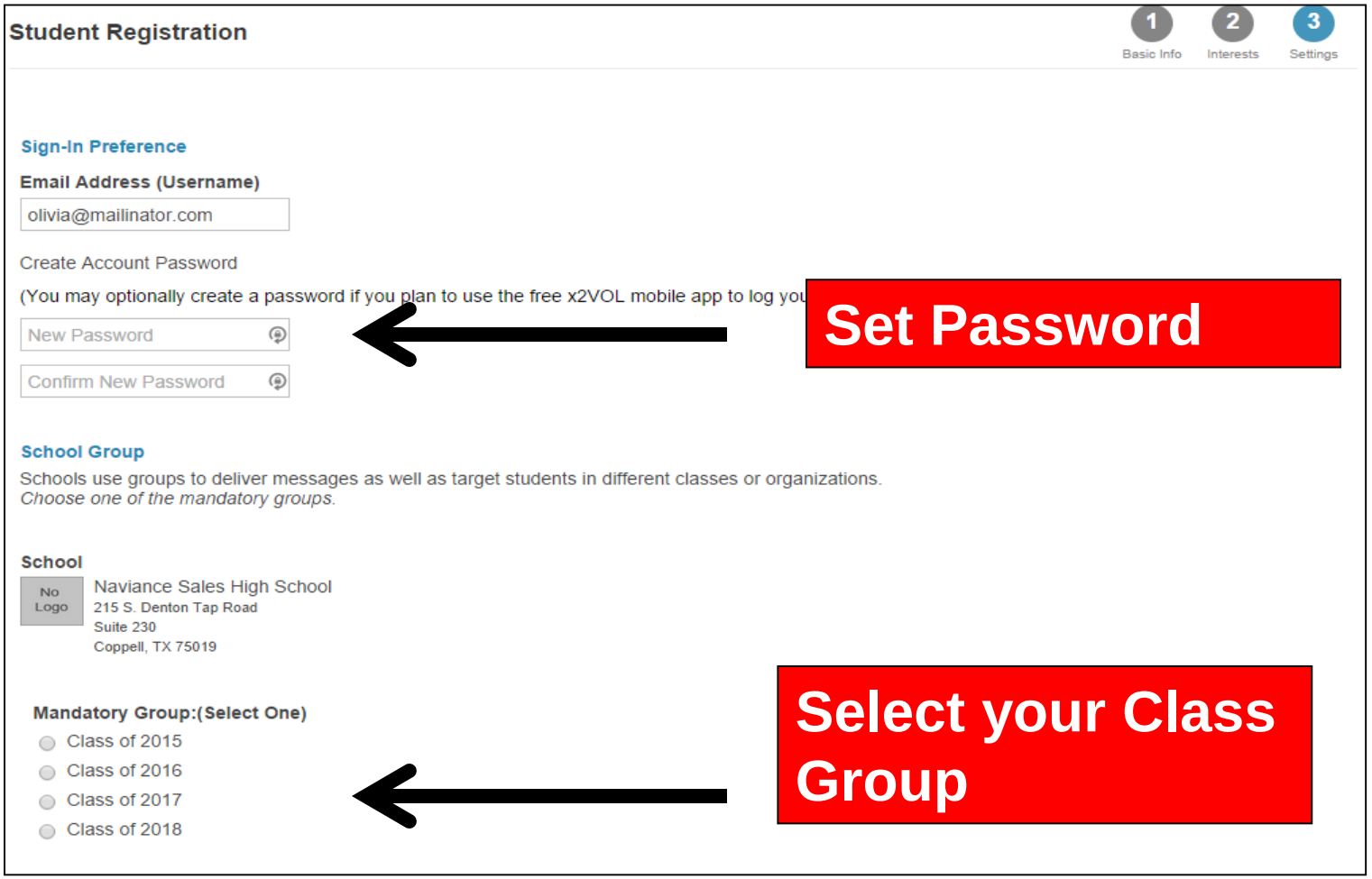
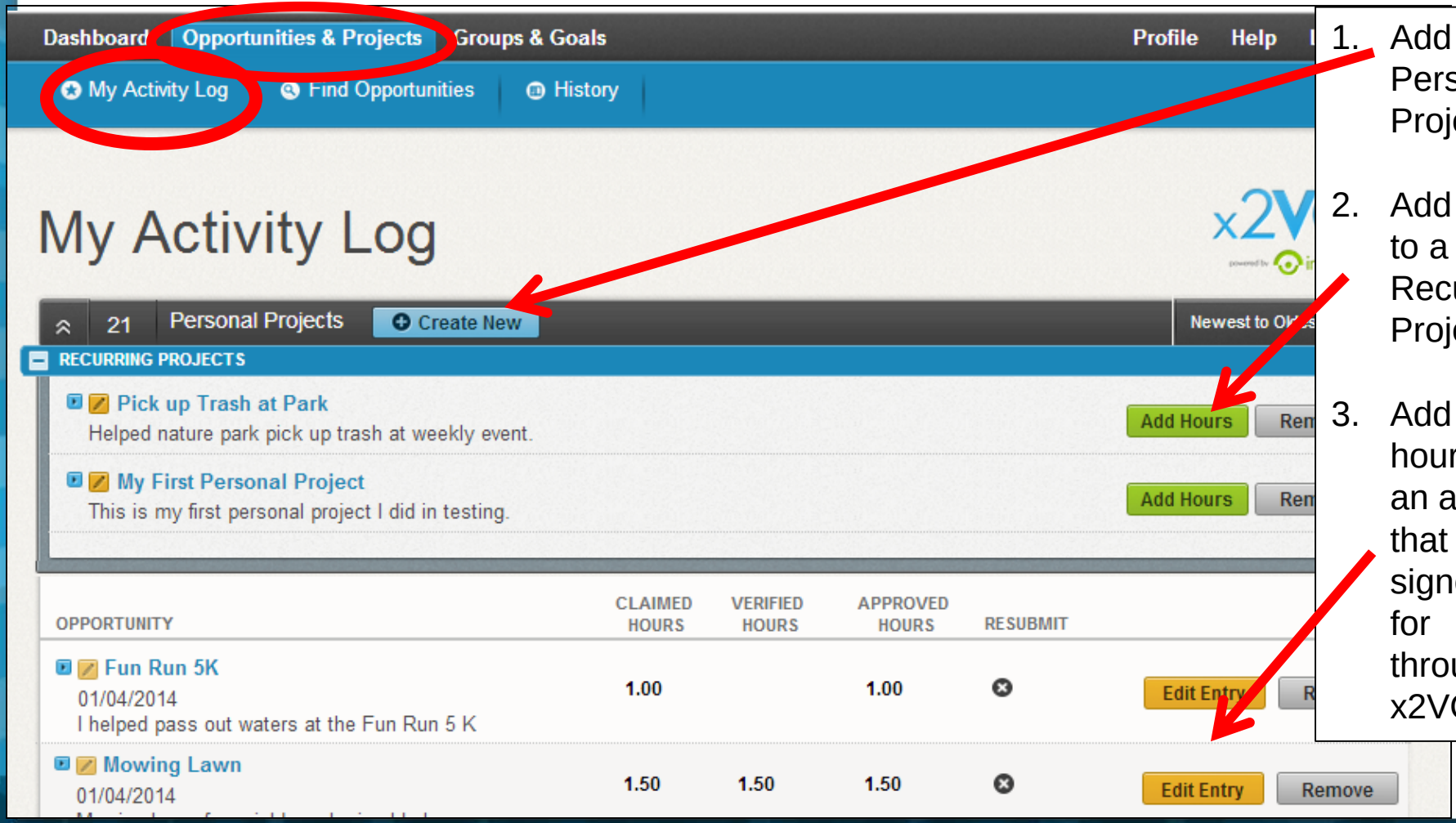
Set Password and Select Class Group



Log Your Service Hours



1. Add a Personal Project
2. Add Hrs to a Recurring Project
3. Add hours for an activity that you signed up for through x2VOL

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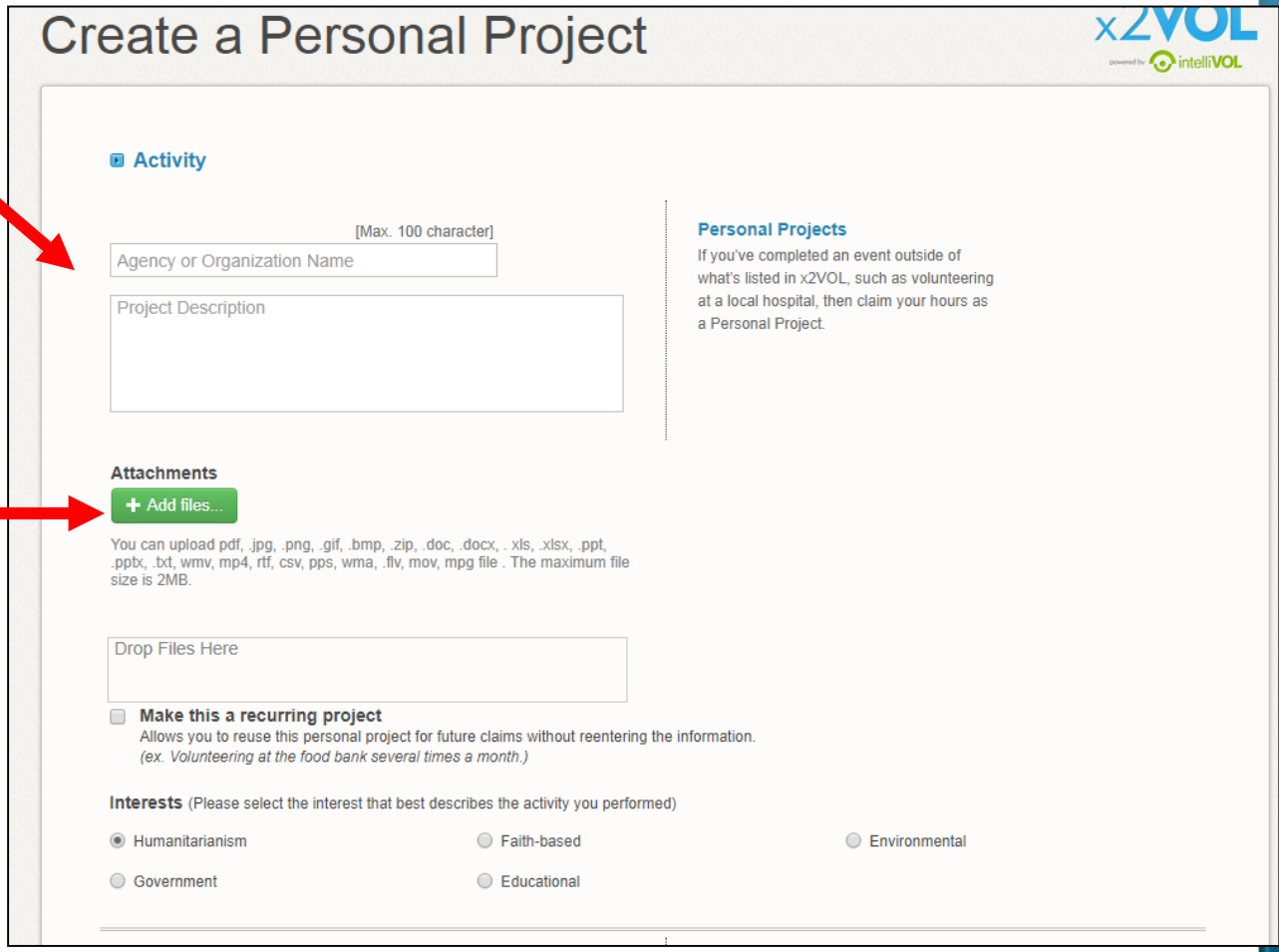
Creating a Personal Project

Enter Information:

- Organization Name
- Project Description

Attachments

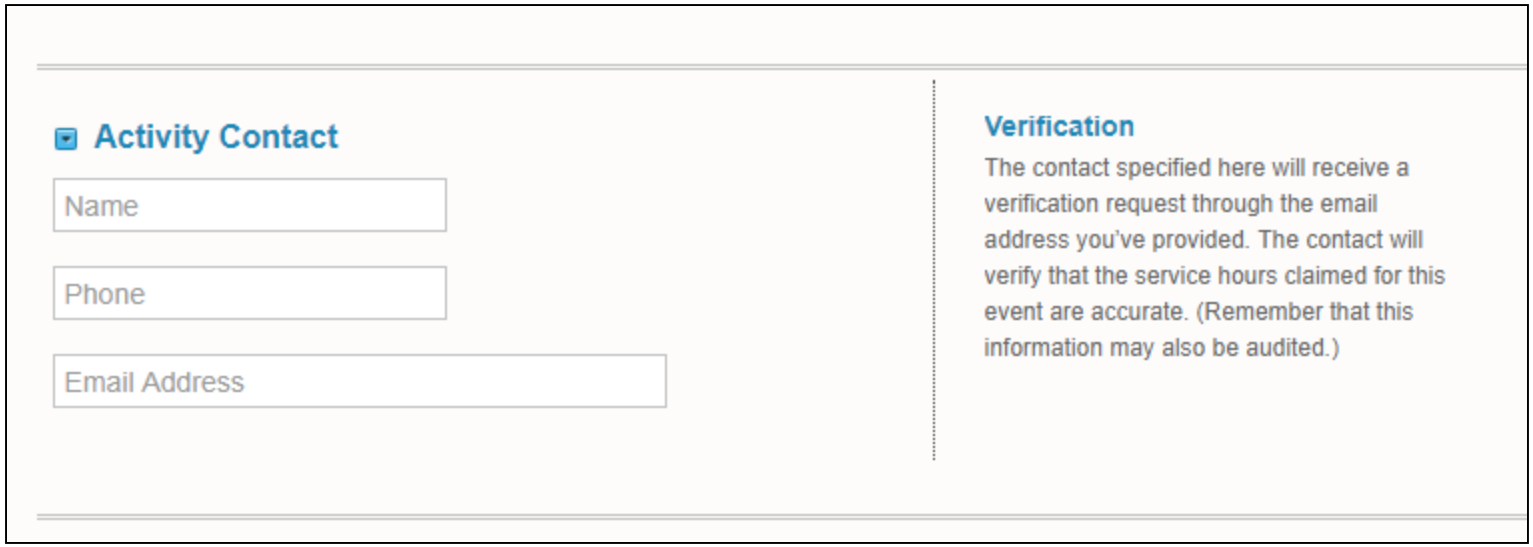
Use this if you have additional documentation to add.



Creating a Personal Project

Activity Contact

Enter the Name, Phone Number and **Email address** of the person that you did the service with. This is **IMPORTANT** as this is how the hours will be verified.

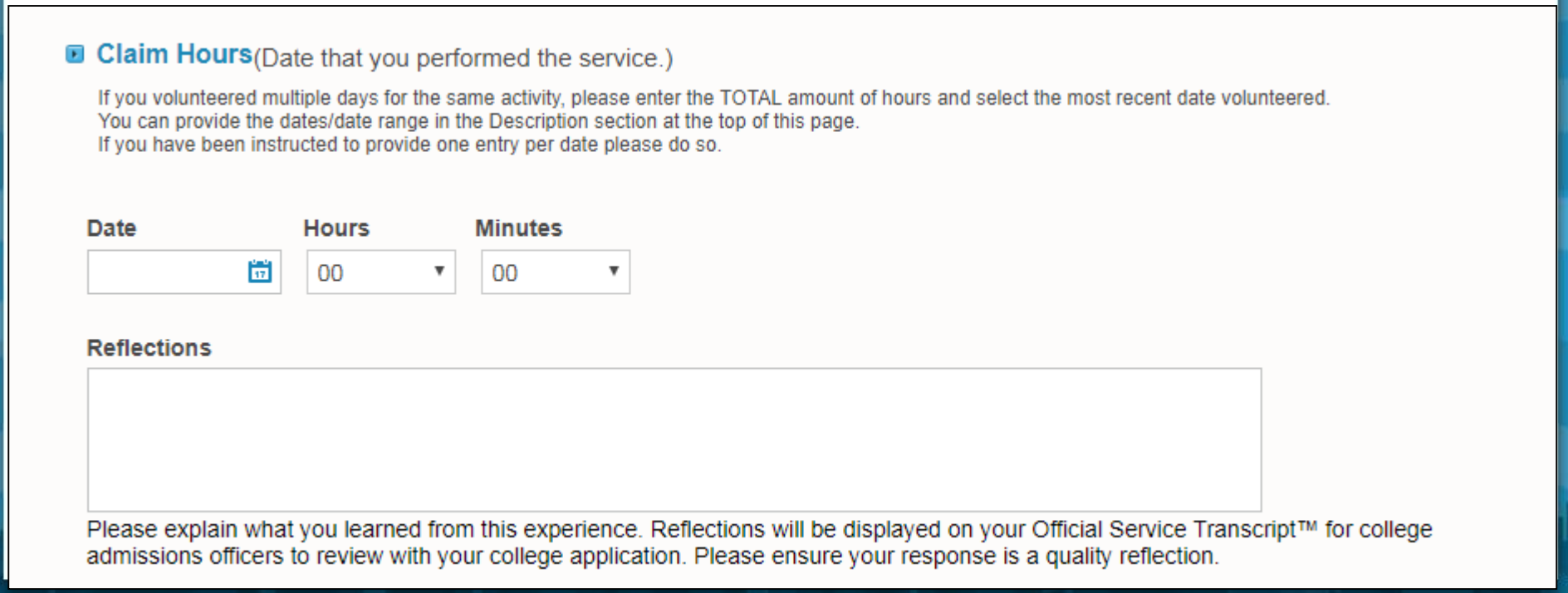


Creating a Personal Project

Claim Hours

Enter the Date and Hours for the community service.

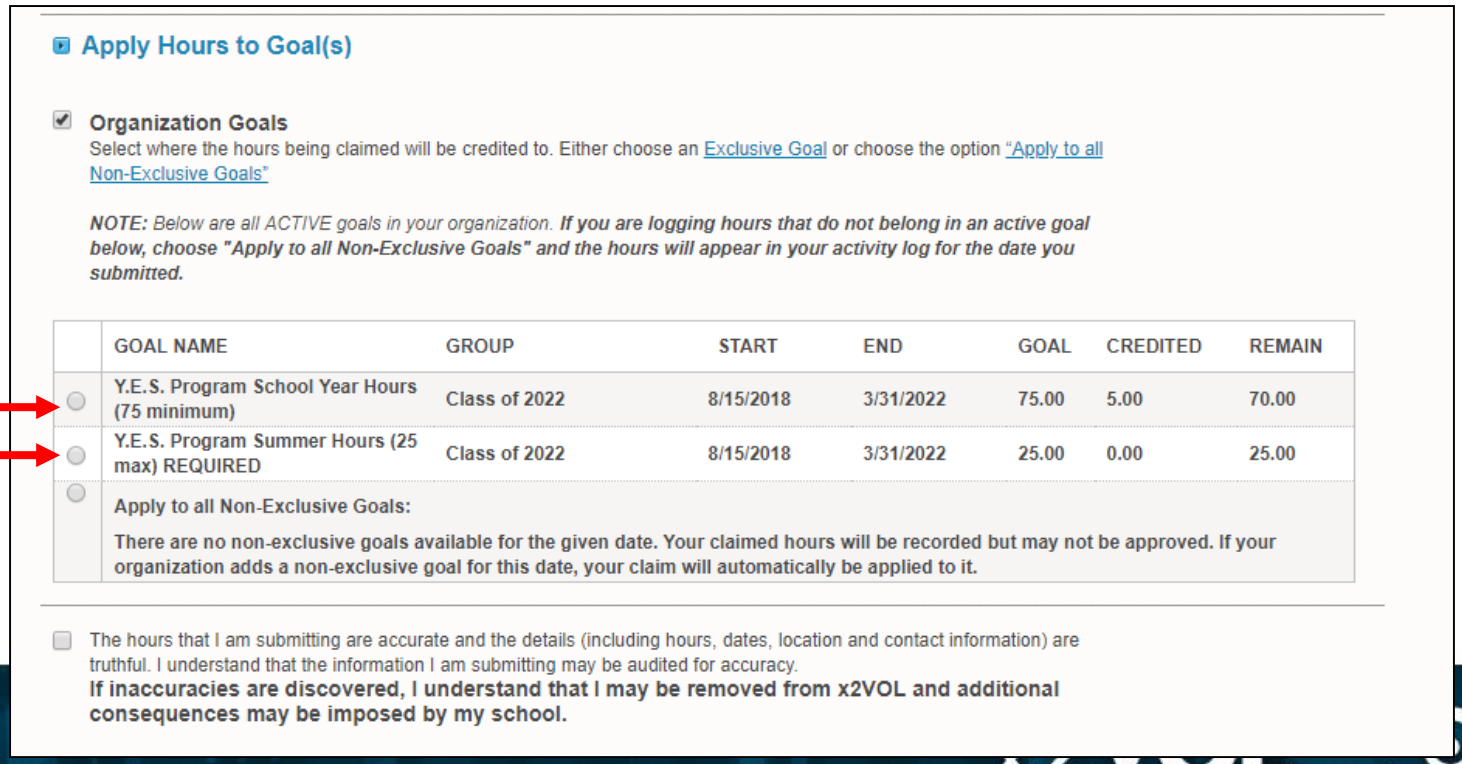
You are NOT required to fill in the Reflections



Creating a Personal Project

Apply Hours to Goal

- **Y.E.S. Program School Year Hours (75 minimum)** – *hours done during the school year*
- **Y.E.S. Program Summer Hours (25 max)** – *use this for any hours done during the summer up to 25 hours max*



Apply Hours to Goal(s)

Organization Goals

Select where the hours being claimed will be credited to. Either choose an Exclusive Goal or choose the option "Apply to all Non-Exclusive Goals"

NOTE: Below are all ACTIVE goals in your organization. ***If you are logging hours that do not belong in an active goal below, choose "Apply to all Non-Exclusive Goals" and the hours will appear in your activity log for the date you submitted.***

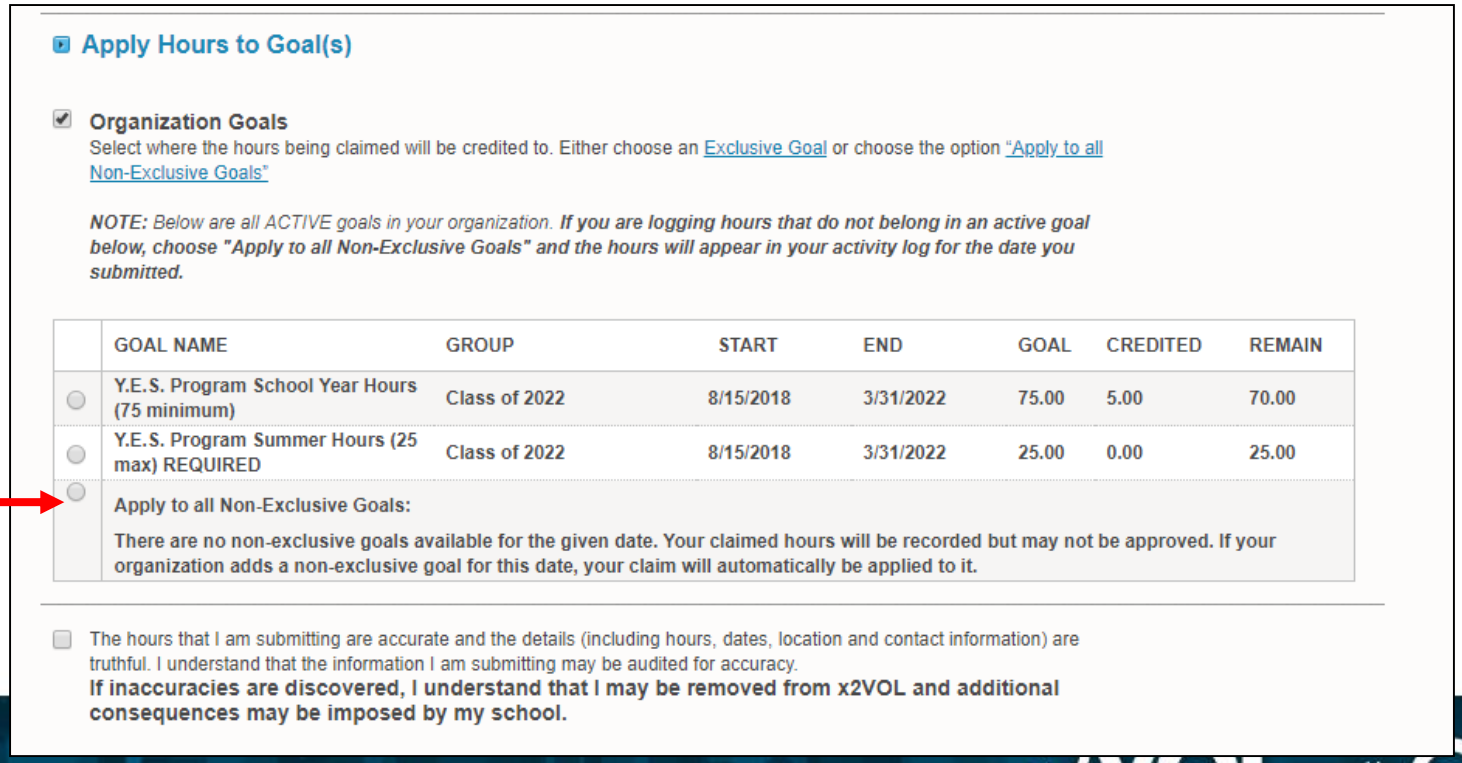
	GOAL NAME	GROUP	START	END	GOAL	CREDITED	REMAIN
○	Y.E.S. Program School Year Hours (75 minimum)	Class of 2022	8/15/2018	3/31/2022	75.00	5.00	70.00
○	Y.E.S. Program Summer Hours (25 max) REQUIRED	Class of 2022	8/15/2018	3/31/2022	25.00	0.00	25.00
○	Apply to all Non-Exclusive Goals: There are no non-exclusive goals available for the given date. Your claimed hours will be recorded but may not be approved. If your organization adds a non-exclusive goal for this date, your claim will automatically be applied to it.						

☐ The hours that I am submitting are accurate and the details (including hours, dates, location and contact information) are truthful. I understand that the information I am submitting may be audited for accuracy.
If inaccuracies are discovered, I understand that I may be removed from x2VOL and additional consequences may be imposed by my school.

Creating a Personal Project

Apply Hours to Goal

- **Apply to all Non-Exclusive Goals** – *use this for any summer hours that you do beyond the 25 allowed. These hours will be recorded in x2VOL but may not be approved. However, you can still use these hours in applications for colleges etc.*



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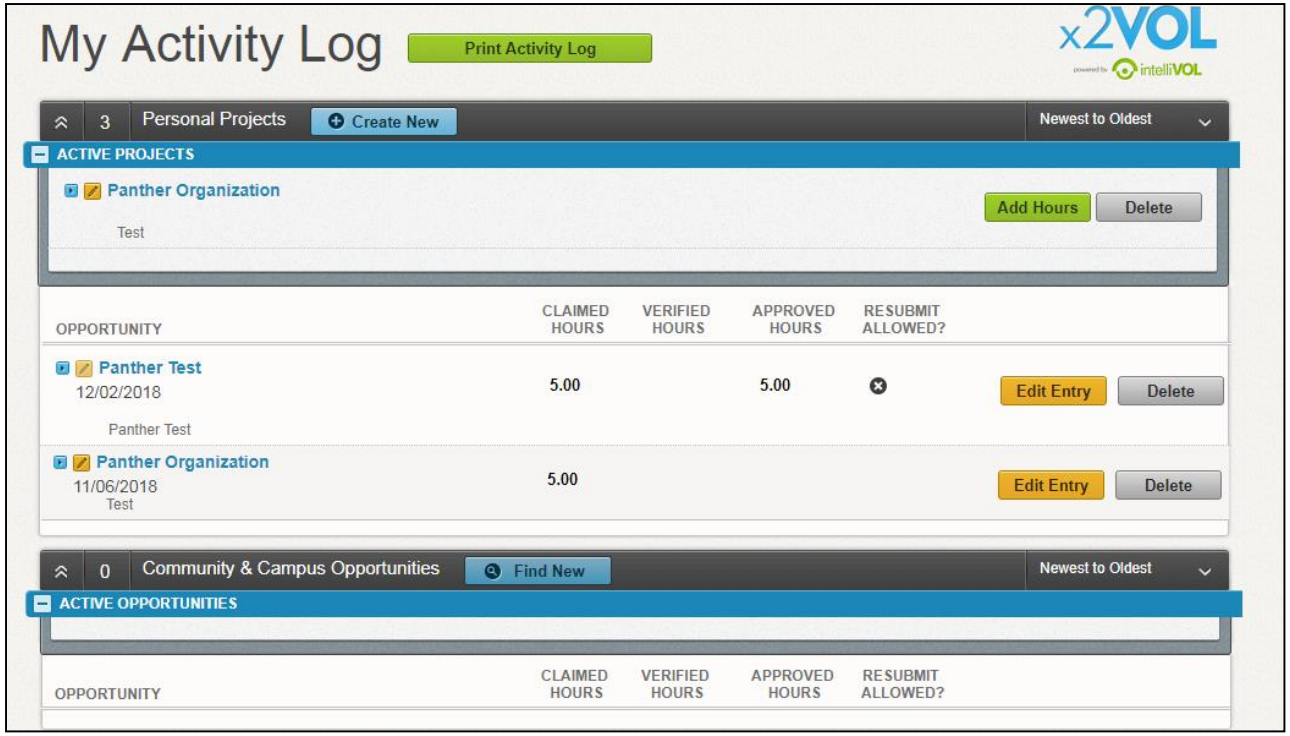
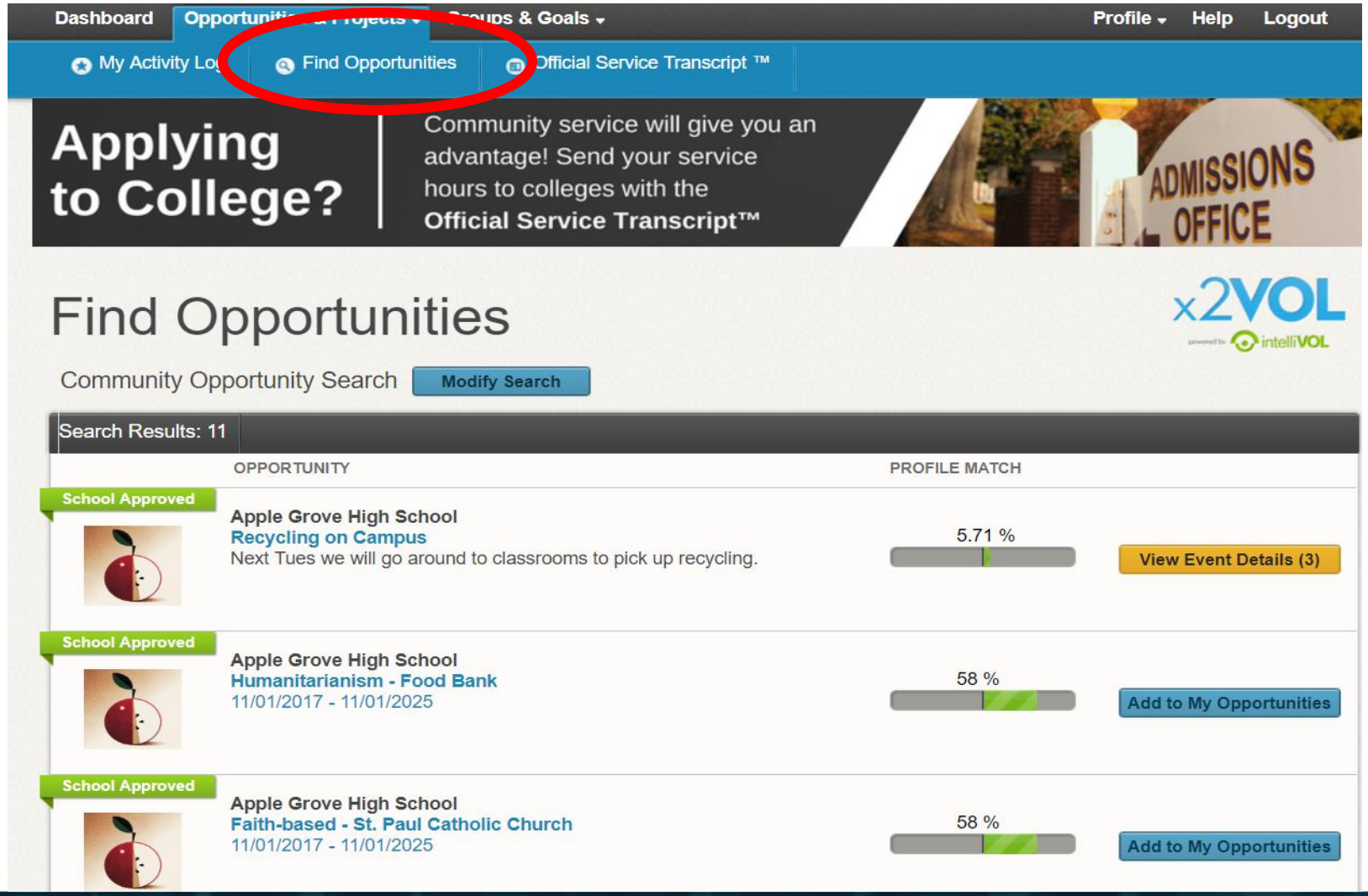
Activity Log

On your Activity Log you will see your **Claimed Hours, Approved Hours**



Find Volunteer Opportunities



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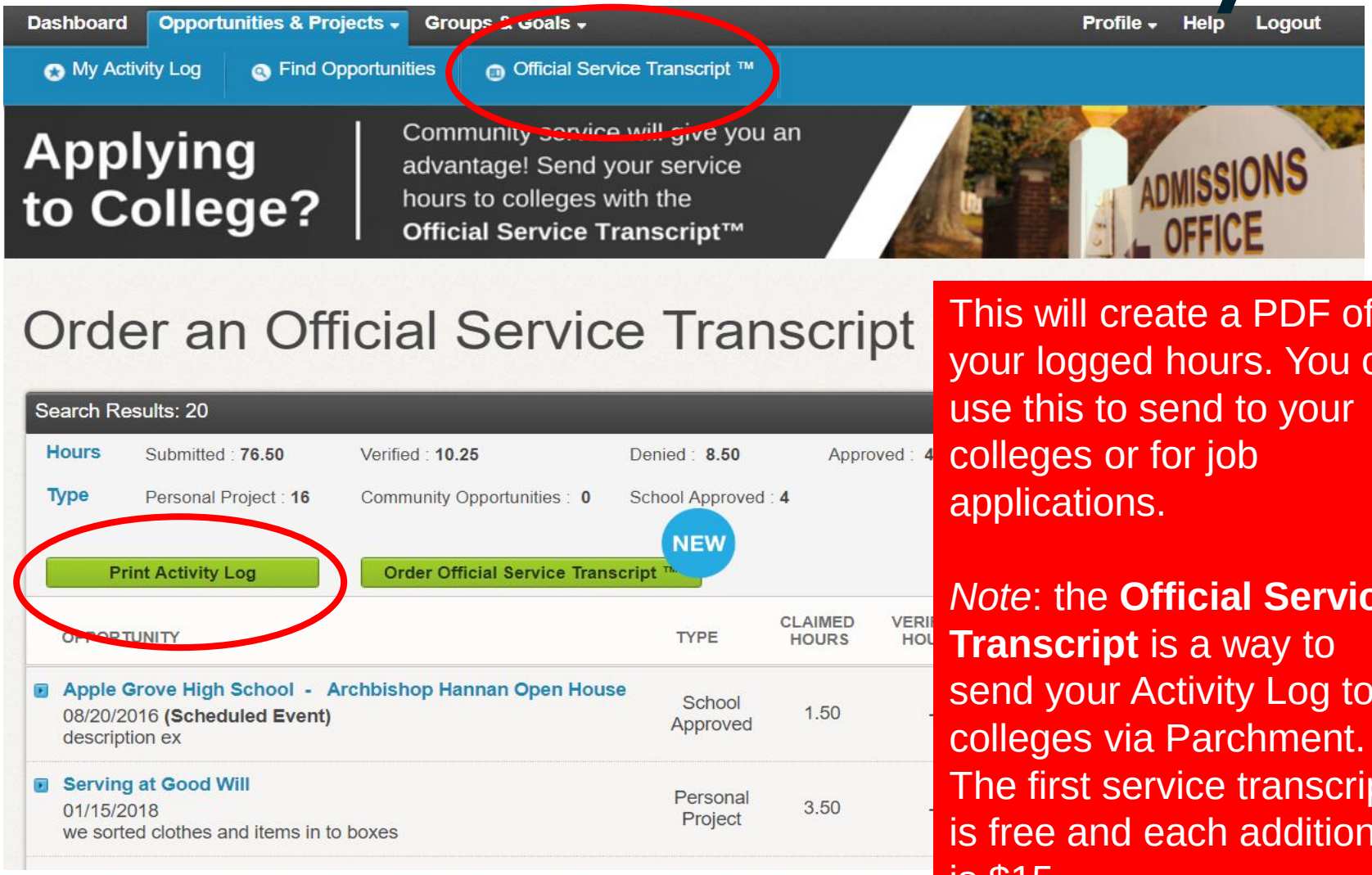
Print Your Service History



This will create a PDF of your logged hours. You can use this to send to your colleges or for job applications.

Note: the **Official Service Transcript** is a way to send your Activity Log to colleges via Parchment. The first service transcript is free and each additional is $15.